

# Quotation Request //

## US Government Publishing Office

San Francisco Regional Office  
536 Stone Rd., Suite I  
Benicia CA 94510-1170

**JACKET:571-246 S**

**Quotations are Due By:**

**(Eastern Time)12:00 PM on 07/01/2021**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.				
Jacket	Requisition #	BAC	Copies	Title
571-246	1-00405	2510-01	1,000	CONSENTING TO THE JURISDICTION OF A MAGISTRATE JUDGE BOOKLET
571-270	1-00415	2510-01	500	CONSENTING TO THE JURISDICTION OF A MAGISTRATE JUDGE BOOKLET
571-271	1-00416	2510-01	500	CONSENTING TO THE JURISDICTION OF A MAGISTRATE JUDGE BOOKLET

**TITLE:** CONSENTING TO THE JURISDICTION OF A MAGISTRATE JUDGE BOOKLET

**QUANTITY:** 1000 FOR JACKET 571-246 to deliver to San Francisco; 500 FOR JACKET 571-270 to deliver to San Jose and 500 FOR JACKET 571-271 to deliver to Oakland. +/- none.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Fax, email, and phone quotes are not acceptable.

Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to the San Francisco Office at 707-748-1970, ext. 6.

**TRIM SIZE:** 5-1/2 x 8-1/2"

**PAGES:** 20 page self cover

**SCHEDULE:**

Furnished Material will be available for pickup by 07/01/2021

Deliver complete (to arrive at destination) by 07/19/2021

F.O.B. destination

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

**SPECIFICATIONS AND PAMPHLET IS THE SAME FOR ALL JACKETS.**

**PRINTING:** 20 page self cover pamphlet prints in full color/4-color process with type, rules, solids, screens, line art illustrations and color halftones. Two blank pages (inside front cover and inside back cover). No bleeds.

**BINDING:** Saddle wire stitch uniformly in two places at left on 8-1/2" dimension, trim flush 3 sides.

JACKET 571-246: 1,000 to deliver to San Francisco.

JACKET 571-270: 500 to deliver to San Jose.

JACKET 571-271: 500 to deliver to Oakland.

**MATERIAL FURNISHED:** Contractor to receive. A CD-R containing a PDF file, a previously printed sample to use as a guide and paper sample, a laser printout and the purchase order.

**IMPORTANT NOTE:** Contractor is required to create and email a PDF for a shipping label(s) to the San Francisco GPO office for pick-up of furnished materials. The San Francisco GPO office does not have UPS or Fed Ex ground service pick up available.

PDF is 8-1/2 x 11", contractor to resize to 5-1/2 x 8-1/2". Contractor to add blank pages on inside front cover (page 2) and inside back cover (page 19). Please include cost in your quote.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

The contractor will be creating or altering any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* A182, No. 2 Gloss-Coated Text, Basis Size 25 X 38" Basis Weight 100 lb.

Match sample.

**COLOR OF INK:**

Full color/4-color process.

**PRINT PAGE:** One Side Only

**MARGINS:** Follow Copy Sample.

No bleeds.

**PROOFS:**

**PRIOR TO PRODUCTION SAMPLE:**

The sample requirement for this contract is ONE (1) PAMPHLET. The sample shall be imprinted and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the department. All samples will be tested for conformance of material(s). The samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLE/GPO jacket number 571-246/571-270/571-271. The samples must be submitted in sufficient time to allow Government testing

of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within ONE (1) workday of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**PRIOR TO PRODUCTION SAMPLES must deliver on or before JULY 9, 2021.**

Deliver prior to production samples to:

US District Court  
Clerk  
Attn: Terri Jacobsen  
450 Golden Gate Ave. 16-1120  
San Francisco. CA 94102  
-----1 prior to production sample.

Contractor is responsible for all costs incurred in the delivery of the prior to production sample.

Prior to production sample will not be returned. Prior to production samples are in addition to the total quantity requested.

The contractor must not print prior to receipt of "OK to Print or Produce".

Any terms and conditions on the contractor's proof documents are subordinate to GPO Contract Terms.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All proofs will be withheld not longer than ONE (1) workday from date of receipt by the Government\*\* to date proofs are MADE AVAILABLE FOR PICKUP by the contractor.

\*\*NOTE: The date of receipt by the Government is NOT considered the first workday.

**BINDING:**

Saddle wire stitch uniformly in two places at left on 8-1/2" dimension, trim flush 3 sides.

**PACKING:**

Pack suitable per container to prevent damage in transit.

Shrink Film Pack Box Suitable Pack NTE 40 lbs. per shipping container.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Terri\_Jacobsen@cand.uscourts.gov. The subject line of this message shall be "Distribution Notice for Jacket 571-246 and Requisition Number 1-00405; Jacket 571-270 and Requisition Number 1-00415 and Jacket 571-271 and Requisition Number 1-00416". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised June 2001.

All Shipments must be made via traceable means

JACKET 571-246:

US District Court

Clerk

Attn: Terri Jacobsen

450 Golden Gate Ave. 16-1120

San Francisco. CA 94102

-----1,000 CONSENTING TO THE JURISDICTION OF A MAGISTRATE JUDGE BOOKLETS.

\*\*\*INSIDE DELIVERY REQUIRED\*\*\*.

FOR JACKET 571-270:

U. S. District Court

Clerk

Attn: Lynn Hishinuma

280 South First Street, Room 2112

St. Jose, CA 95113

-----500 CONSENTING TO THE JURISDICTION OF A MAGISTRATE JUDGE BOOKLETS.

\*\*\*INSIDE DELIVERY REQUIRED\*\*

FOR JACKET 571-271:

U. S. District Court

Clerk

Attn: Lynn Hishinuma

1301 Clay Street Room 400S  
Oakland, CA 94612

-----500 CONSENTING TO THE JURISDICTION OF A MAGISTRATE JUDGE BOOKLETS.  
\*\*\*INSIDE DELIVERY REQUIRED\*\*\*.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Preproduction Sample
P-8. Halftone Match (Single and Double Impression)	Approved Preproduction Sample
P-10. Process Color Match	Approved Preproduction Sample

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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**PRE-AWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**Attachment(s):** NONE